

~~CONFIDENTIAL~~~~XXXXXXXX~~ ~~ADHOC~~

December 31, 1947

VIA AIRMAIL-REGISTERED

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Next Review Date:	
Auth:	HR 70-3
Date:	100779
By:	2/0950

Dear [REDACTED]

Almost all [REDACTED] personnel actions are now in process, and promotions should become effective within the next one or two pay periods. With the following exceptions, actions have been requested in accordance with the recommendations of your 231819.

1. [REDACTED] to CAF-5. This action had progressed too far to recall on receipt of your recommendation.
2. [REDACTED] to CAF-4. The establishment of an additional CAF-4 Teletypist position to replace that at CAF-3 has now been approved. Please submit a formal request for promotion with justifying data, including actual duties performed, length of acting service in proposed position, length of service in previous grade, efficiency, etc., for both [REDACTED] and new actions will be requested. This memorandum of justification will in the future be standard procedure for all proposed promotions in the field.
3. [REDACTED] to SP-8 at \$3773.40. Please submit a memorandum on this case also, explaining his reassignment to technician duties and stating his willingness to accept the change of grade.

Our request for increasing the T/O by one P-3 Engineer and two CAF-3 Editors has not yet been acted upon, but I have no reason to suspect that it will not receive approval.

In order to provide a driver for staff transportation at [REDACTED] as well as additional custodial and maintenance help, I suggest you submit to this office a request for increasing the T/O by a second GPC-4 custodian or other position of appropriate grade and title, together with a description of the proposed duties, as distinguished from or supplementing the duties of the present custodian. If [REDACTED] is the man to fill this position, you may include a request for his regular excepted appointment to it.

Sincerely,

PKS:bhr
cc: Admin. Office

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